

**Request for Court to Retrieve Material  
from the National Archives and Records Administration**

Date \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

Please list all materials that will be needed. Provide a complete description, including the full bankruptcy number and debtor's name.

Is this file needed as a rush?            YES   ☐            NO   ☐

Case Number: \_\_\_\_\_

Name of Debtor: \_\_\_\_\_

Please indicate the material you need:

Files   ☐            Adversary   ☐            Claim   ☐

You will be notified of the arrival of items requested. The material will be returned to the National Archives and Records Administration after it has been held in this office 15 days from the date of notification. The 15-day period may be extended if a telephonic or written request for extension is received. If requested material is not viewed within the specified time period, it will not be reordered.

**You must pay a \$45.00 fee for this service.**

COURT USE ONLY			
Record Group (21)	Accession #	Box #	Location



# ***Regional Records Services - Pacific Region***

24000 Avila Road, Laguna Niguel, CA 92677

## **REQUEST BY MAIL OR FAX FOR PERSONAL BANKRUPTCY CASE FILES ONLY**

### **PLEASE USE ONE FORM PER CASE.**

Obtain the following information from the court where the case was filed and closed. ALL INFORMATION IS REQUIRED.

FRC LOCATION NUMBER

ACCESSION NUMBER

FRC BOX NUMBER

CASE FILE NUMBER

CASE FILE NAME

### **REQUESTER INFORMATION**

PHONE: ( )

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(STREET)

(CITY) (STATE) (ZIP)

### **MAIL REQUESTS TO:**

NARA Pacific Region  
Attn: Trust Fund Unit  
24000 Avila Road, 1st Floor, East Entrance  
Laguna Niguel, CA 92677-3497

### **FAX REQUESTS TO:**

(949) 360-2636

### **REQUEST INFORMATION**

#### **Available by MAIL ONLY**

**A. Complete file** (includes first 70 pages, \$0.50 per page thereafter). **B. Specific dockets.** (Obtain docket sheet from court and mark (x) the dockets you want. Attach/send the docket sheet with your request (includes first 70 pages, \$0.50 per page thereafter). **C. Certification.** If copies are to be certified, there is an additional \$6.00 certification charge. NOTE: Certifications are only available on mail returns.

Please send: A ☐ Complete file - \$35.00 B ☐ Specific dockets - \$35.00 C ☐ Certification - \$6.00

#### **Available by mail or fax**

A **Bankruptcy Package** includes the discharge, list of creditors (schedules D, E, F), and the original petition for individual cases only (not business or adversary cases). The requested file may not contain all of the above. Packages over 20 pages will be mailed.

Please send: ☐ Package - \$10.00 Send copies via (check one) ☐ MAIL or ☐ FAX

Your FAX number (only if fax delivery is requested): ( )

### **PAYMENT INFORMATION**

Enclose payment via credit card for **FAXED** orders **OR** via credit card, check, or money order for **MAILED** orders.

Check or Money Order enclosed for \$ \_\_\_\_\_, payable to NATIONAL ARCHIVES TRUST FUND.

Charge to (circle one): VISA MasterCard Discover American Express

ACCOUNT #: \_\_\_\_\_ EXP: \_\_\_\_/\_\_\_\_ TOTAL \$ AUTHORIZED: \$ \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Signature must be provided to authorize payment by credit card.  
If signature is not provided, this request will not be processed.

QUESTIONS? Please see the back of this form for more instructions and information.

(Revised 02/09/04)

SEARCHER'S INITIALS

DATE OF SEARCH

SEARCHER'S REMARKS

## Frequently Asked Questions About Court Case Files in NARA's Laguna Niguel Records Center

1. **Why are court case files in NARA's Records Center?** NARA provides safe, secure, and economical records storage services for the courts. The regional Records Center in Laguna Niguel stores about 700,000 cubic feet of records from federal agencies and courts combined. Among these files are closed court case files from federal courts in: Phoenix, Tucson and Yuma, Arizona; Los Angeles, Riverside, San Diego, Santa Ana, Santa Barbara and Woodland Hills, California; and Las Vegas, Nevada.
2. **Why must I get case file, accession, and location numbers from the courts before I contact NARA?** NARA cannot provide you with information about the existence or location of a file because the files belong to the courts. Only the courts maintain lists of case file names, which are then indexed to file numbers and locations. In cooperation with the courts, NARA offers public access services to provide faster retrieval. Without this service, you would have to request a case from the court and then wait for the court to retrieve the file from our Records Center.
3. **What causes delays in servicing my order?** Delays are caused by: lack of complete case identifying information (obtained from the court), errors in the case identifying information, failure to include a phone number where we can contact you, lack of payment; credit card disapproval, illegible handwriting, and failure to include a fax number for faxed orders.
4. **How does NARA retrieve case files for public use?** After you provide ALL OF THE REQUIRED INFORMATION from the court, NARA staff will search for the file among the miles of record storage shelving in our warehouse. If any case information is missing or erroneous, we will not be able to locate the file.
5. **What happens if you can't find my file?** If we cannot find your file, we will contact you by mail; and you must re-check all of the information with the court.
6. **How long will it take to retrieve, copy, and send a file?** After we receive a request, NARA staff will log it in, verify payment, retrieve the file, copy the file, and either mail or fax it to you. **Your photocopies will be sent to you as soon as workload permits. PLEASE REQUEST YOUR COPIES WELL IN ADVANCE OF ANY DEADLINES YOU ARE FACING.**
7. **Can I call NARA to check on the progress of my request?** Please do **NOT** call us to confirm that we received your request. For fax requests, check your transmission report for confirmation. Calling us to confirm your request causes delays for everyone. NARA does not offer any expedited service and operates on a first-come, first-served basis. Your request will be handled in the order it was received.
8. **What if my file is more than 70 pages?** Requests over 70 pages will cost an additional \$0.50 per page thereafter.
9. **Should I order a package or a complete file?** You need to discuss your options with your attorney or the party who asked you for the case file information. NARA provides packages of selected documents that suffice for some reasons, but we cannot make the decision for you.
10. **What hours are you open?** We are open for appointments 8:00 a.m. to 2:35 p.m., Monday through Friday, except federal holidays. To request an appointment to review your file at our facility, call (949) 360-2629 between 9:00 a.m. and 2:00 p.m. We do not offer walk-in appointments or expedited service for walk-ins. No copies will be made after 3:00 p.m.
11. **How do I get to the Records Center, and where can I park?** We are located in Laguna Niguel, about 3.5 miles from I-5. Exit I-5 at La Paz Road and head west for 3.5 miles. Turn right on Allegra. Allegra is one block past the signal at La Paz and Avila. We are located on the first floor (east entrance). Call us or visit our web site, <[www.nara.gov/regional/laguna.html](http://www.nara.gov/regional/laguna.html)>, for directions. Parking is free.
12. **What can I expect when I visit the Records Center for a pre-arranged appointment?** Upon arrival, you will check in with the front desk receptionist. You must show valid picture ID. You may bring only paper and pencil, laptop computers, or portable audio recording devices into the research room. All other items must be placed in a locker or returned to your car. You can order up to 50 pages while you wait, if you pay in advance by cash, check, or credit card. If you need more than 50 pages, the additional pages will be mailed to you. No copies will be made after 3:00 p.m. Eating, drinking, and smoking are not permitted in the research room. There are snack, soda, and coffee machines located on the second floor of the building. Please remember that we do not offer any walk-in services.

**REQUESTS BY MAIL OR FAX  
BUSINESS BANKRUPTCY CASE FILES ONLY**

The National Archives and Records Administration (NARA) -- Pacific Region (Laguna Niguel) accepts requests for photocopies of business or corporate bankruptcy case files, and forwards the photocopies to the requestor via U. S. Postal Service (USPS) or FAX. Requestors may obtain photocopies of either the **ENTIRE CONTENTS** of a case file, the **PACKAGE** of commonly required documents, or specific **REQUESTED DOCUMENTS** off a docket sheet.

Please follow the 5 steps below to obtain certified or uncertified copies bankruptcy case files:

**STEP 1 FOR EACH CASE, OBTAIN THE FOLLOWING INFORMATION FROM THE COURT WHERE THE CASE WAS FILED AND CLOSED. PLEASE USE ONE FORM PER CASE.**

NARA ACCESSION NUMBER <b>021-</b>	AGENCY BOX NUMBER	NARA LOCATION NUMBER
CASE FILE NUMBER	CASE FILE NAME	

**STEP 2** Identify whether you want the **ENTIRE CONTENTS** of the case file, the **PACKAGE** of commonly documents, or specific **REQUESTED DOCUMENTS** off the docket sheet.

*The **ENTIRE CONTENTS** of the case file.* This option includes ALL of the documents in the requested case file and costs \$50.00 for the first 100 pages and \$0.50 per page thereafter.

**\*\*\* FAX service is NOT available with this option. \*\*\***

*The **PACKAGE** containing commonly required/requested documents.* This option includes the documents listed below ONLY. The file may not contain all of the documents listed. If you choose the **PACKAGE**, you will receive ONLY the copies of the listed documents found in the file. All questions concerning file contents should be directed to the appropriate U. S. Bankruptcy Court. The **photocopy** cost of the **PACKAGE** is \$10.00.

- \* Either Order of Discharge, Order of Dismissal, or Final Decree.
- \* Debtor's Voluntary Petition.
- \* Attached Mailing List of Creditors.
- \* Schedule A - Statement of All Liabilities of Debtor, including:
  - a. Schedule A1 (E) - Creditors Having Priority.
  - b. Schedule A2 (D) - Creditors Holding Security.
  - c. Schedule A3 (F) - Creditors Having Unsecured Claims Without Priority.

***REQUESTED DOCUMENTS** from the docket sheet.* This option includes specific documents highlighted or otherwise clearly marked on a copy of the docket obtained from the Court. All questions concerning file contents should be directed to the appropriate U. S. Bankruptcy Court. The **photocopy** cost of the **REQUESTED DOCUMENTS** is \$35.00 for the first 100 pages and \$0.50 per page thereafter.

**CERTIFICATION** is a verification of true, legal copies and costs an additional \$6.00. **Certification is NOT available with FAX service.**

**FAXSERVICE** is available for the **PACKAGE** or **REQUESTED DOCUMENTS**. NARA will ONLY return the first 50 pages of your request via FAX. Photocopies in excess of 50 pages will be returned via U. S. Postal Service.

----- **FOR NATIONAL ARCHIVES AND RECORDS ADMINISTRATION USE ONLY** -----

SEARCHER'S INITIALS	DATE OF SEARCH	SEARCHER'S REMARKS
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**STEP 3** Print your name, mailing address, **AND** telephone number below: DATE: \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

DAYTIME TELEPHONE NUMBER (AREA CODE \_\_\_\_\_ ) \_\_\_\_\_

FAX TELEPHONE NUMBER (AREA CODE \_\_\_\_\_ ) \_\_\_\_\_

TO THE ATTENTION OF: \_\_\_\_\_

**STEP 4** Check the box next to the copy work prices you wish for us to fulfill. We will **ONLY** process the request for the box(es) that you have marked **FOR BUSINESS BANKRUPTCY FILES ONLY**.

<b>ENTIRE CONTENTS (UP TO 100 PAGES)</b>	\$50.00	<input type="checkbox"/>
<b>ENTIRE CONTENTS (UP TO 100 PAGES) <i>CERTIFIED</i></b>	\$56.00	<input type="checkbox"/>
<b>PACKAGE [MAILED]</b>	\$10.00	<input type="checkbox"/>
<b>PACKAGE [MAILED] <i>CERTIFIED</i></b>	\$16.00	<input type="checkbox"/>
<b>PACKAGE [FAXED]</b>	\$10.00	<input type="checkbox"/>
<b>REQUESTED DOCUMENTS (UP TO 100 PAGES)</b>	\$35.00	<input type="checkbox"/>
<b>REQUESTED DOCUMENTS (UP TO 100 PAGES) <i>CERTIFIED</i></b>	\$41.00	<input type="checkbox"/>
<b>REQUESTED DOCUMENTS (UP TO 50 PAGES) [FAXED]</b>	\$35.00	<input type="checkbox"/>

Make checks or money orders payable to: **NATIONAL ARCHIVES TRUST FUND**

**STEP 5** PAYMENT MAY BE IN THE FORM OF A MONEY ORDER, PERSONAL PRE-PRINTED CHECK, VISA, MASTERCARD, DISCOVER, OR AMERICAN EXPRESS.

**PLEASE DO NOT MAIL CASH.**

Mail your payment and/or this completed form to:

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
OFFICE OF REGIONAL RECORDS SERVICES - PACIFIC REGION  
ATTENTION: TRUST FUND UNIT  
24000 AVILA ROAD, 1ST FLOOR, EAST ENTRANCE  
LAGUNA NIGUEL, CA 92677-3497**

or FAX your request to us at (949) 340-2636, if paying by credit card.

If charging this purchase to your VISA, MASTERCARD, DISCOVER OR AMEX, please circle the appropriate card above, enter the account number, expiration date, fees authorized, and sign below.\*

CREDIT CARD # \_\_\_\_\_ EXP. DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

TOTAL FEES AUTHORIZED \$ \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

\*Signature must be provided to authorize payment by credit card. If signature is not provided, the request will not be processed.

**\*\*\* NOTE: MAIL AND FAX REQUESTS WILL NOT BE TAKEN BY TELEPHONE. \*\*\***

**YOUR REQUEST AND ANY FEES SUBMITTED WILL BE RETURNED TO YOU IF:**

- The information supplied in **STEP 1** is incorrect or incomplete.
- The name on the case file does not match the name requested.
- You fail to enclose a check or money order or credit card number OR if the amount is incorrect.
- Authorization cannot be obtained for the credit card number you supplied.
- Clearly marked Docket Sheet for *Requested Documents* is not received.
- Your *Entire Case* or *Requested Documents* contains over 100 pages.
- Federal agency requests are submitted without proper fees.